

1 **Title 5. California Code of Regulations**  
2 **Division 1. State Department of Education**  
3 **Chapter 19. Child Care and Development Programs**  
4 **Subchapter 2. General Requirements**  
5 **Article 1. General Provisions**  
6

7 ***1. Amend Section 18023 to read:***

8 **§ 18023. Compliance Reviews of Contractors.**

9 (a) "Compliance review" means that a team of California Department of Education staff  
10 review a contractor's program at their site to determine compliance with applicable laws,  
11 regulations, or contractual provisions.

12 (b) At least once every three (3) years and as resources permit, the California Department  
13 of Education shall conduct reviews at the contractor's office(s) and operating facility (ies) to  
14 determine the contractor's compliance with applicable laws, regulations, or contractual  
15 provisions.

16 (c) The reviews shall be conducted by consultants, analysts, and/or management staff of the  
17 California Department of Education or other State of California representatives.

18 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8261(a)(2),  
19 Education Code.  
20

21 ***2. Amend Sections 18272, 18273, 18274, and 18275 to read:***

22 **§ 18272. Developmental Profile.**

23 (a) "Developmental profile" means a record of a child's physical, cognitive, social, and  
24 emotional development that is used to inform teachers and parents about children's  
25 developmental progress in meeting desired results. In center-based programs, teacher and parent  
26 observations shall be included as part of the information used to complete the child's  
27 developmental profile. In family child care home networks, the observations of agency staff, in  
28 consultation with providers, and parents shall be included as part of the information used to  
29 complete the child's developmental profile.



1 (b) The contractor shall complete a developmental profile prescribed by the Department for  
2 each child who is enrolled in the program for at least 10 hours a week.

3 (c) The contractor shall complete a developmental profile for each child within 60 calendar  
4 days of enrollment and at least at the following intervals thereafter:

5 (1) Infants once every three (3) months;

6 (2) Toddlers once every four (4) months;

7 (3) Preschoolers once every six (6) months;

8 (4) School-age children once every six (6) months.

9 (d) The Contractor shall use the developmental profiles to plan and conduct age and  
10 developmentally appropriate activities.

11 (e) If a child has a disability, and/or has an Individualized Education Program, the  
12 developmental profile will be completed with any necessary accommodations and adaptations.  
13 Notwithstanding subsection (b), a developmental profile is required for a child with an  
14 Individualized Education Program even if that child is enrolled for less than 10 hours per week.

15 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education  
16 Code.

17 **§ 18273. Education Program.**

18 (a) "Education program" means the environment, activities, and services provided to the  
19 children.

20 (b) The standards for the child development and education program component shall  
21 include, but are not limited, to the following:

22 (1) The program approach is developmentally, linguistically, and culturally appropriate.

23 (2) The program is inclusive of children with special needs.

24 (3) The program encourages respect for the feelings and rights of others.

25 (4) The program supports children's social and emotional development by:

26 (A) Building trust;

27 (B) Planning routines and transitions so they can occur in a timely, predictable, and  
28 unhurried manner; and

29 (C) Helping children develop emotional security and facility in social relationships.



1 (5) The program provides for the development of each child’s cognitive and language skills  
2 by:

3 (A) Using various strategies, including experimentation, inquiry, observation, play, and  
4 exploration;

5 (B) Ensuring opportunities for creative self-expression through activities such as art, music,  
6 movement, and dialogue;

7 (C) Promoting interaction and language use among children and between children and  
8 adults; and

9 (D) Supporting emerging literacy and numeracy development.

10 (6) The program promotes each child’s physical development by providing sufficient time,  
11 indoor and outdoor space, equipment, materials, and guidelines for active play and movement.

12 (7) The program promotes and maintains practices that are healthy and safe.

13 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education  
14 Code.

15 **§ 18274. Staff Development Program.**

16 (a) “Staff development program” means those activities that address the needs, interests,  
17 and skills of program staff or service providers to improve program quality.

18 (b) Each contractor shall develop and implement a staff development program that includes  
19 the following:

20 (1) Identification of training needs of staff or service providers;

21 (2) Written job descriptions;

22 (3) An orientation plan for new employees;

23 (4) An annual written performance evaluation procedure unless a different frequency of  
24 performance evaluation is specified in a contractor's collective bargaining agreement with their  
25 employees;

26 (5) Staff development opportunities that include topics related to the functions specified in  
27 each employee's job descriptions and those training needs identified in Subsection (1) above.

28 (6) An internal communication system that provides each staff member with the  
29 information necessary to carry out his or her assigned duties.



1 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203, 8208, 8244,  
2 8261, and 8360.1, Education Code.

3 **§ 18275. Parent Involvement and Education.**

4 (a) "Parent involvement and education" means those activities specifically designed to  
5 include parents in the education of their children, help parents participate in the program, and  
6 enhance their understanding of child development.

7 (b) Each contractor shall include in its program a parent involvement and education  
8 component.

9 (c) The parent involvement and education component shall include the following:

10 (1) An orientation for parents that includes topics such as program philosophy, program  
11 goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee  
12 requirements, and due process procedures;

13 (2) At least two (2) individual conferences with the parent(s) per year. For school age  
14 programs, such conferences may be informal;

15 (3) Parent meetings with program staff;

16 (4) An open door policy that encourages parents to participate in the daily activities  
17 whenever possible;

18 (5) A parent Advisory Committee that advises the contractor on issues related to services to  
19 families and children; and

20 (6) Sharing information between staff and parents concerning their child's progress.

21 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261,  
22 Education Code.

23  
24 ***3. Amend Sections 18279, 18280, and 18281 to read:***

25 **§ 18279. Program Self-Evaluation Process.**

26 (a) "Program self-evaluation process" means those activities and procedures used by the  
27 contractor to evaluate its program quality and compliance with applicable laws and contractual  
28 provisions.

29 (b) Each contractor shall develop and implement an annual plan for its program self-  
30 evaluation process.



1 (c) The annual plan shall include the following:

2 (1) A self-evaluation based on the use of a compliance review document prescribed by the  
3 Department.

4 (2) An assessment of the program by parents using a parent survey prescribed by the  
5 Department.

6 (3) An analysis of the compliance review document self-evaluation findings, including an  
7 analysis of the compliance review document, the developmental profiles, the environment rating  
8 scales, the parent survey, and plans for any necessary changes.

9 (4) Written documentation that an assessment of the program by parents, staff, and board  
10 members has been included in the self-evaluation process.

11 (5) Procedures for the ongoing monitoring of the program.

12 (d) The contractor shall submit a summary of the findings of the program self-evaluation to  
13 the California Department of Education by June 1 of each year.

14 (e) The contractor shall modify its program to address any areas identified during the self-  
15 evaluation as needing improvement.

16 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261,  
17 Education Code.

18 **§18280. Parent Survey.**

19 (a) "Parent survey" means a questionnaire completed by the parent to assess the child care  
20 program or services that the child and family receives. It asks for information about how the  
21 program helps parents support their child's learning and development and meets the family's  
22 needs.

23 (b) The contractor shall use a parent survey prescribed by the Department.

24 (c) Annually, the contractor shall distribute this survey to parents and collect and analyze  
25 the results.

26 (d) The contractor shall use the parent survey results to plan and conduct activities to help  
27 parents support their child's learning and development and meet the family's needs.

28 (e) The contractor shall use the results and analysis of the parent survey as part of its annual  
29 self-evaluation process.



1 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education  
2 Code.

3 **§18281. Environment Rating Scales.**

4 (a) "Environment rating scale" means an instrument that measures program quality by  
5 rating the education program as defined in Section 18273, staff development program as defined  
6 in Section 18274, and parent involvement and education as defined in Section 18275.

7 (b) Center-based programs and family child care home networks shall use environment  
8 rating scales prescribed by the Department to measure program quality:

9 (1) Every three (3) years as part of the program compliance review; and

10 (2) Annually as part of the self-evaluation process.

11 (c) For each prescribed environment rating scale, the contractor shall achieve a minimum  
12 score as specified by the Department.

13 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education  
14 Code.